

JOB DESCRIPTION

JOB TITLE: Laboratory Supervisor **GRADE:** 19

JOB CODE: 2701 **DATE:** 11/8/95

GENERAL FUNCTION: Plans, manages and supervises the activities of a centralized laboratory and performs standard biological, microbiological and chemical tests in all areas of medical laboratory.

DISTINGUISHING CHARACTERISTICS OF THE CLASS: This classification is CHARACTERIZED as a professional position where the incumbent supervises procedures in all areas of medical laboratory of a local health department to assure their delivery in an accurate and timely fashion using proper safety precautions.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Performs chemical, microscopic and bacteriologic tests to provide data for use in treatment and diagnosis of disease.

Receives specimens from lab or obtains specimens directly from patient and makes quantitative and qualitative chemical analyses.

Cultivates, isolates and identifies pathogenic bacteria, parasites and other microorganisms.

Prepares stains, reagents, media and solutions necessary for the performance of all laboratory tests.

Performs microscopic and cultural examinations on milk, water, food, feces, nose and throat, and blood specimens for bacteriological studies.

Performs approved serological tests.

Tests new and improved laboratory methods and procedures. Prepares laboratory notes, charts and graphs and writes up results of examinations. Keeps accurate daily records. Performs related duties as requested.

Trains or supervises training of other lab staff.

Participates in planning services for other divisions within the facility.

Evaluates quality control and quality assurance statistics and modifies manuals as needed.

Develops a budget for the laboratory and maintains control of lab costs.

JOB TITLE: Laboratory Supervisor (continued)

JOB CODE: 2701

Enforces safety procedures and consults with other supervisors about these issues.

Consults with state lab staff about local problems and interaction.

Plans work load distribution and makes schedules.

Supervises purchase of supplies and maintains equipment inventory.

Evaluates staff performance.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: Responsible for direct supervision of Medical Technologist, Laboratory Technician and/or clinical assistants.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Considerable knowledge of the basic principles and laboratory applications of biology, microbiology and chemistry.

Some ability to apply knowledge of information sources in biology, microbiology, chemistry and scientific methodology.

Some knowledge of current laboratory facilities, methods, equipment, materials and ability to perform standardized biological, chemical, and microbiological examinations independently.

Make and record scientific observations accurately, prepare and present scientific records and reports and observe safety precautions and practices.

Knowledge of use of computers for laboratories.

Knowledge of public health laboratory laws and regulations; sanitary bacteriology regulations.

Ability to carry out and consult with other departmental staff and the public on this issue.

Ability to deal with staff and the public in a positive and successful manner.

JOB TITLE: Laboratory Supervisor (continued)

JOB CODE: 2701

Minimum Training, Education and Experience Requirements: Bachelors degree in microbiology, medical technology or a comparable area with one of the following: Licensure or certification as a medical technologist, public health microbiologist approved by the American Society of Clinical Pathologists.

Four years experience in an approved laboratory, two of which should have been in a supervisory, consultation or teaching capacity

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.